

Date: November 21, 2001
To: Conservation District Procedure Manual Holders
From: Cheryl Witt, Project Officer
Subject: Revision 51 – Section 340 – Use and Record of Funds
Action: See Instructions to Manual Holders Below

This manual revision updates Section 340 – Use and Record of Funds:
“Budgeting, Accounting and Reporting System (BARS) for Conservation Districts.”

The BARS is updated by the State Auditor’s Office on an annual basis. Please note the changes on the cover sheet that accompanies the manual.

Instructions for incorporating Revision 50 into the Procedure manual are below.

Instructions to Conservation District Procedure Manual Holders: this is the fifty-first numbered revision to the Conservation District Procedure Manual. If you do not have an updated manual, please contact your Field Operations Manager.

1. Insert this purple numbered revision cover memo behind the tab “Revisions” and in front of all other revision cover memos.
2. Fill in the blanks after line 50 on the Index of Manual Revisions as follows:

#	Sec	Issued	Subject	Date	Who
51	340	11-21-01	BARS Manual	Date Inserted	Your Initials

3. Insert Revision 50, the Budgeting, Accounting and Reporting System (BARS) for Conservation Districts, at the end of Section 340.
4. Remove and recycle the old BARS Manual